

REGULAR COUNCIL MEETING
Council Chambers, City Hall
December 1, 2025

Members Present: Douglas Baker, Mayor
Donna Fletcher, Deputy Mayor
James Johnson
Samuel Lyons
Christian Marshall
Ashley Zaccari
Todd Zahner

Members Excused: None

In Attendance: James Wetzel, City Manager
Brian Spaid, Esq., City Solicitor
T.J. Parks, Recording Secretary
Kevin Saragian, Franklin Police Chief
Amanda Power, Community Development
Cindi Power, City of Franklin
Alex Spaid, Dale, Woodard, Gent, McFate
Helen Fielding, The Derrick
Sandy Hovis, Hovis Country Florist
Jodi Hovis-Skiba, Hovis Country Florist
Timothy Daniels, 1129 Chestnut Street

Mayor Baker called the meeting to order at 7:02 P.M.

ADOPTION OF AGENDA – Resolution No. 151

Mrs. Fletcher moved to adopt the agenda as presented, seconded by Mr. Johnson The motion passed unanimously.

APPROVAL OF MINUTES – Resolution No. 152

Mr. Johnson motioned to approve the minutes of the FY-2021 CDBG Modification Hearing and the regular City Council meeting, both of November 10, 2025 as presented. Mr. Marshall seconded the motion which passed unanimously.

PAY THE BILLS – Resolution No. 153

Mr. Lyons moved to pay the bills as presented. Mr. Marshall seconded the motion which passed unanimously.

CITIZENS' INQUIRIES –

Timothy Daniels, resident at 1129 Chestnut Street, expressed frustration with a neighbor who does not put lids on their trashcans which attracts bugs and other vermin and emits odor in warm weather. The neighbor also puts their trashcans in front of Mr. Daniels's house for garbage collection. After making numerous complaints to code enforcement, the problem continues to

persist. He asked Council to intervene so that appropriate sanitization practices can be enforced in the City. Later in the meeting, Mr. Spaid clarified that the garbage ordinance requires outside garbage to be kept in a watertight garbage can with a tight cover and garbage cans must be placed in front of the residents' own home.

CERTIFICATES OF APPROPRIATENESS – Resolution No. 154

The following requests came before HARB at its November 25, 2025 meeting:

- 1318 Liberty Street – Sign

Mr. Wetzel added that a quorum was not met; therefore, no recommendation for approval or disapproval was given to Council.

Ms. Zaccari motioned and Mrs. Fletcher seconded to approve the requests as presented. The motion passed unanimously.

FINAL READING – BILL NO. 5 – MECHANICAL AMUSEMENT DEVICE TAX – Resolution No. 155

Mr. Spaid read Bill No. 5, “Mechanical Amusement Device Tax”, into the record.

Mr. Marshall motioned to pass on Final Reading Bill No. 5 as presented. Mr. Lyons seconded the motion. The motion passed 6-1, with Mayor Baker voting in opposition.

FINAL READING – BILL NO. 6 – 2026 BUDGET – Resolution No. 156

Mr. Spaid read Bill No. 6, “2026 Budget”, into the record.

Mr. Marshall motioned and Mr. Johnson seconded to pass on Final Reading Bill No. 6 as presented. The motion passed 6-1 with Mr. Lyons voting in opposition.

FINAL READING – BILL NO. 7 – 2026 REAL ESTATE TAX – Resolution No. 157

Mr. Spaid read Bill No. 7, “2026 Real Estate Tax”, into the record and reminded that the ordinance calls for a 1 millage rate increase.

Mr. Marshall motioned to pass on Final Reading Bill No. 7 as presented. Mr. Johnson seconded the motion. The motion passed 6-1 with Mr. Lyons voting in opposition.

FINAL READING – BILL NO. 8 – 2026 EARNED INCOME TAX – Resolution No. 158

Mr. Spaid read Bill No. 8, “2026 Earned Income Tax”, into the record.

Mrs. Fletcher motioned to pass on Final Reading Bill No. 8 as presented, seconded by Ms. Zaccari. The motion passed unanimously.

EASEMENT AGREEMENT – VENANGO COUNTY HISTORICAL SOCIETY – Resolution No. 159

Mr. Spaid presented an Easement Agreement to be executed between the Venango County Historical Society (VCHS) and the City, requesting the City grant rights-of-way and

easements within the boundaries of South Park Street to install and maintain a private, underground sewer line connecting the premises to an existing storm sewer line owned by the City located to the south of the southerly line of South Park Street.

Mr. Marshall motioned to accept the Easement Agreement between the Venango County Historical Society and the City of Franklin as presented, seconded by Ms. Zaccari. The motion passed unanimously.

FY-2021 CDBG MODIFICATION APPROVAL - Resolution No. 160

Mrs. Power reminded Council of the City's proposal to reallocate \$20,000 of FY-2021 CDBG funds from demolition and site clearance to providing food assistance to low-moderate income and senior citizen residents experiencing food insecurity, as described in the public hearing held on November 10, 2025. Demolition and site clearance would be eliminated from the FY-2021 CDBG contract entirely. The \$20,000 allocation will include food, as well as direct distribution costs. Since there were no adverse comments during the public comment period, Mrs. Power requested Council's approval of eliminating demolition and site clearance and replacing the activity with a food assistance program.

Mr. Johnson motioned to approve the elimination of Clearance/Demolition activity in the amount of \$20,000 from the FY-2021 CDBG contract, and the addition of Public Service Activity in the amount of \$20,000 as presented. Mrs. Fletcher seconded the motion which passed unanimously.

LSA GRANT RESOLUTION RATIFICATION – POLICE DEPARTMENT RADIOS – Resolution No. 161

Mr. Wetzel requested Council ratify the approval of submitting an LSA grant application to replace the police department's portable and mobile radios.

Mr. Johnson motioned and Mr. Lyons seconded to approve the submission of the LSA grant application as presented. The motion passed unanimously.

LSA GRANT RESOLUTION RATIFICATION – FIRE DEPARTMENT ROOF & HVAC – Resolution No. 162

Mr. Wetzel requested Council ratify the approval of submitting an LSA grant application to replace the roof and upgrade the HVAC system for the fire department.

Mr. Johnson motioned and Mr. Lyons seconded to approve the submission of the LSA grant application as presented. The motion passed unanimously.

PARK AND PARADE ASSEMBLY REQUESTS – None

REPORTS

Manager –

- Received complaints about the decorative lights on 13th Street not working due to contractors assigned with the General Authority's A-108 project cutting an electric wire. The contractors are working on fixing the issue.
- PennDOT informed that there will be a road closure from the intersection of 14th and Liberty Streets to the intersection of 15th and Chestnut Streets during the Rout 62 Betterment Project. The closure is expected to last four (4) days, assuming contractors will be able to work 16-hour days with the possibility of Saturday and/or Sunday work. Trucks would be detoured through Sandy Lake to Cochranon borough in order to get to Franklin. Cars would be detoured to Bully Hill. PennDOT had also discussed temporary traffic changes during construction. They proposed converting traffic flow in the 400 block of 8th Street between Liberty and Buffalo, and the 800 block of Elk Street to two-way as opposed to one-way.
- Arnold Forestry has retired and recommended McCain Forestry Services to serve as a replacement. Mr. Spaid will look at the proposed agreement from McCain Forestry before moving forward.
- Reminded that the City's Christmas party will be held Friday, December 12th from 11 A.M. to 1 P.M.
- Requested time in Executive Session for matters of information sharing.

Solicitor –

- Wished Mr. Lyons the best of luck after a 20-year tenure on City Council.
- Requested time in Executive Session to discuss real estate matters related to the relocation of the CATA bus shelter on Buffalo Street.

Mayor Appointments – Mayor Baker motioned to make the following appointments and reappointments:

- **Resolution No. 163** – Appoint Sam Lyons to serve a five (5) year term on the FICDA Board, expiring on January 1, 2031. Mr. Johnson seconded the motion which passed unanimously.
- **Resolution No. 164** – Appoint Roy Schmoutz to serve the remainder of a five (5) year term on the FICDA Board, expiring on January 1, 2027. Mr. Marshall seconded the motion which passed unanimously.

COUNCIL REPORTS

Mayor Baker –

- Wished Mr. Lyons good luck on his future endeavors
- Congratulated City staff and volunteers on a successful Light-Up Night

Mrs. Fletcher –

- Echoed sentiments of the 11th Street Playground.
- Encouraged everyone to look at the holiday trees in the Barrow-Civic Theatre lobby.
- Thanked Mr. Lyons for his service on Council.

Mr. Johnson –

- Reported issues with street lights on 7th Street.

Mr. Marshall –

- Thanked all involved with making a successful Light-Up Night, as well as all events throughout the year.
- Asked if money can be set aside in each year's budget for items relating to the Street and Police Departments, playgrounds, etc.
- Looked over the City's Site Assessment conducted by Amos Rudolph in 2021 and asked if there is an expiration date associated with it. Mr. Wetzel said there is no expiration. Mr. Marshall then asked if the Street Department roof replacement is on the City's radar; Mr. Wetzel said he will look into where the issues are and cost to repair.
- Resident in the 900 block of Liberty Street suggested removing the last two (2) parking spots at 10th and Liberty on the St. Patrick Church side to help with sight-distance issues.
- Requested additional signage in City parking lots stating that drivers cannot back into parking spaces.
- Thanked Chief Saragian for his service to the City and the police force.
- Requested time in Executive Session to discuss personnel matters.

Mr. Lyons –

- Appreciates all his years on City Council and all the City has given him.

Ms. Zaccari –

- Echoed the sentiments of Light-Up Night.
- Thanked the Community Development Department for the improvements to the 11th Street Playground.
- Enjoyed the bustling downtown during Small Business Saturday.
- Wished Mr. Lyons well as he leaves City Council.

Mr. Zahner –

- Paving in front of the Joy office building is in poor condition.

EXECUTIVE SESSION - Resolution No. 165

Mr. Lyons motioned to enter into Executive Session at 7:50 P.M. to discuss matters of real estate and personnel. Mrs. Fletcher seconded the motion which passed unanimously. The Executive Session ended at 8:29 P.M.

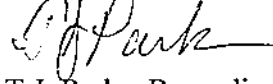
OTHER BUSINESS – Resolution No. 166

Mr. Lyons Motioned and Mr. Johnson seconded to accept the CATA Transit Shelter Agreement as presented. The motion passed unanimously.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:31 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "T.J. Parks", with a horizontal line extending to the right.

T.J. Parks, Recording Secretary